



Department of Housing and Community Development

August 30, 2006

NOTIFICATION OF VACANCY

**GRANTS ACCOUNTANT
(Financial Services Specialist I)**

POSITION #00309

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

SALARY RANGE:

\$35,000 - \$50,000 Annually

DUTIES AND RESPONSIBILITIES

The Virginia Department of Housing and Community Development is seeking a Grants Accountant to provide cash and allocation monitoring and analyses for several of the agency's grant programs. Responsibilities include providing a high quality customer service in analyzing daily federal cash requirements and initiate drawdowns in compliance with applicable Federal and State guidelines and regulations, GAAP and the Federal Cash Management Improvement Act (CMIA) of 1990 to ensure cash balances are sufficient to meet the daily payable requirements of agency grants; tracking grant awards, sub-grants and unspent balances using internal databases; reconciling the Division of Housing's payroll records and prepare personnel services projections for Housing Division; participating in audits of grantees and sub-grantees; and backing up other fiscal staff members.

QUALIFICATIONS GUIDE:

Considerable knowledge of state accounting policies and procedures and GAAP. Demonstrate ability to apply and adapt accounting principles; prepare, analyze, and reconcile reports and statements; and perform statistical analysis and complex calculations. Demonstrated knowledge and working experience with federal grants compliance by both the agency and sub grantees. Considerable knowledge of state automated accounting systems including CARS and FINDS. Proficient skills in the use of a PC and appropriate software to develop spreadsheets, manage financial data, and produce reports. Demonstrate ability to communicate effectively both orally and in writing. Graduation from a college or university with course work in accounting, finance, or related field preferred or equivalent combination of training.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY SEPTEMBER 15, 2006.

***For additional information contact our Human Resource Office, at (804) 371-7000
Equal Opportunity Employer***